




# Massachusetts Division of Career Services: Fall 2008 JOB VACANCY SURVEY

## Before you start:

The Division of Career Services (DCS) will not identify any company or individual taking part in this study.

- It is important that you complete, and return the survey even if you do not currently have any open positions.
- You may respond by mail, fax, telephone or online.

 A self-addressed, postage-paid envelope is enclosed

 Phone: (888) 279-0800 (Toll Free)  Fax to: (617) 727-0335  Website link: [www.mass.gov/jobvacancysurvey](http://www.mass.gov/jobvacancysurvey)

- If you publish your open-for-hire positions on the Internet, DCS can complete the survey for you.  
Please complete items 1 through 5, and return the survey.
- If you have job openings and would like to have a Career Center help you fill these positions, please check here \_\_\_\_.
- Please respond as soon as possible. Survey results will be published in June, 2009, at [www.mass.gov/dwd](http://www.mass.gov/dwd)

### 1. The survey should be completed by the hiring manager for this work site.

Your Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

2. Number of employees at: 1) this site \_\_\_\_\_ or 2) statewide \_\_\_\_\_

### 3. How will employment at this site change over the next six months?

Will definitely increase .. ☐ Will probably decrease .. ☐  
Will probably increase .. ☐ Will definitely decrease .. ☐  
Will stay the same .. ☐ Do not know .. ☐

### 4. Have you hired any employees since September, 2007?

Yes... ☐ Complete items 4a, 4b, and 4c No... ☐ Skip to item 5a

#### 4a. Did your new hires meet your expectations in the following areas:

*Check all that apply.*

Oral communication	Yes... <input type="checkbox"/>	No... <input type="checkbox"/>	Not applicable... <input type="checkbox"/>
Written communication	Yes... <input type="checkbox"/>	No... <input type="checkbox"/>	Not applicable... <input type="checkbox"/>
Teamwork	Yes... <input type="checkbox"/>	No... <input type="checkbox"/>	Not applicable... <input type="checkbox"/>
Basic math	Yes... <input type="checkbox"/>	No... <input type="checkbox"/>	Not applicable... <input type="checkbox"/>
Problem solving	Yes... <input type="checkbox"/>	No... <input type="checkbox"/>	Not applicable... <input type="checkbox"/>
Information technology	Yes... <input type="checkbox"/>	No... <input type="checkbox"/>	Not applicable... <input type="checkbox"/>
Professional/technical skills	Yes... <input type="checkbox"/>	No... <input type="checkbox"/>	Not applicable... <input type="checkbox"/>
Leadership ability	Yes... <input type="checkbox"/>	No... <input type="checkbox"/>	Not applicable... <input type="checkbox"/>

### 4b. If you were satisfied with the skills of your new hires, how were they trained?

*Check all that apply.*

High school or vocational school .....	<input type="checkbox"/>	4 or more years of college ...	<input type="checkbox"/>
Commercial training provider .....	<input type="checkbox"/>	Prior on-the-job training .....	<input type="checkbox"/>
1-3 years of college .....	<input type="checkbox"/>	Don't know .....	<input type="checkbox"/>

### 4c. If any of your new hires needed to upgrade their skills, where would you send them? *Check all that apply.*

In-house training program .....	<input type="checkbox"/>	Other .....	<input type="checkbox"/>
College or University .....	<input type="checkbox"/>	Do not know .....	<input type="checkbox"/>
Commercial training provider .....	<input type="checkbox"/>	Not applicable .....	<input type="checkbox"/>

### 5a. Did you have any open-for-hire positions at this location on the last business day of September, 2008?

Yes.. ☐ Total vacancies at this site \_\_\_\_\_ or statewide \_\_\_\_\_  
*If these positions are posted on the web, give us your Internet address and return your survey. Otherwise complete Part B on the back and return your survey. Thank you for your cooperation.*

No.. ☐ Continue with item 5b.

### 5b. Will you have open-for-hire positions at this location after September, 2008?

Yes.. ☐ Enter date for vacancies: \_\_\_\_\_ Total vacancies at this site only: \_\_\_\_\_  
*If these positions are posted on the web, give us your Internet address and return your survey. Otherwise complete Part B on the back and return your survey.*

No.. ☐ Thank you for your cooperation.

A "No" response is just as important as a "Yes" response. Please mail or fax survey back to DCS.



## Part B- Number of Job Vacancies

A		B	C	D				E						F	G			H	I			
<b>Job Titles of Vacancies</b>  List positions for question 5a <u>or</u> question 5b, but <u>not</u> both. Include positions for which you are actively recruiting. Include full, part-time, temporary, permanent and seasonal positions. <b>Full-time</b> = 35+ hours per week. <b>Part-time</b> = 1-34 hours per week. Exclude positions reserved for consultants, outside contractors and others not considered employees.  Not enough space? Photocopy this page or call (888) 279-0800 for another copy.  Total Job Openings _____		<b>Number of current job openings</b>	<b>Mark if position is seasonal or temporary</b> <small>(lasting for a fixed duration)</small>	<b>How long have you been trying to fill this vacancy?</b> <small>(if multiple openings, report for the oldest one)</small>				<b>What education level is usually required?</b> <small>(Choose one)</small>						<b>Mark if a license or certification is required</b>	<b>What experience is usually req'd?</b> <small>(Choose one)</small>			<b>What is the expected hourly, monthly, or annual compensation?</b>	<b>What benefits are offered?</b> <small>(Choose all that apply)</small>			
Less than 30 days	30 – 59 days			60 or more days	Constantly recruiting/always hiring	No education requirement	High school or GED	Vocational training	Associate's degree	Bachelor's degree	Advanced degree	No experience required	Some work experience		Experience related to position	Health insurance	Paid sick leave		Paid vacation	Retirement savings plan or pension	No benefits offered	
Full-time	(Example) <i>Junior Accountant</i>	2		X								X		X			\$45,000/yr	X	X	X	X	
	(Example) <i>Trainer</i>	1	X		X				X						X		\$3500-4000/mo	X		X		
	1.																					
	2.																					
	3.																					
	4.																					
Part-time	(Example) <i>Mail clerk</i>	1		X				X						X			\$6-8/hr					X
	1.																					
	2.																					